

State Professional Development Center's Policies on Series

We offer several series of classes for your convenience. They are designed to be sure that the information you get from us is useful and complete. To ensure that everyone gets the greatest benefit from the series and so that the expectations are clear the following policies apply:

1. If anyone wants credit for a series, they must enroll in the series. If you just register in the individual classes, even if you complete all six or eight classes, you will not get credit for the series, just for the individual classes.
2. The series must be completed within one year from the start date. Sometimes, classes are missed for good reason and you may take a make-up class. All of the make-up classes must be completed within one year from the time you started the series.
3. The series is not complete until all the classes are taken.
4. The series is not complete until after the post assessment is completed, when there is a post assessment.
5. Students have two opportunities to register for a make-up class. After the two attempts, you must register and pay the regular fee for the individual class.
6. It is each person's responsibility to enroll in the necessary classes for any series.

Of course, we recognize that circumstances arise that are completely beyond your control. Just let us know and we will consider exceptions on a case-by-case basis.